

Embassy of the United States of America
Student Internship Program 2009

The Thai student internship program will be offered from March 16 to May 15, 2009, during the summer break.

Applicants must meet the following criteria:

- (a) Be full-time students at an accredited Thai university;
- (b) Have already completed two years of university studies;
- (c) Be at least 18 years old;
- (d) Have their schools' endorsement;
- (e) Have a GPA of 2.8 or higher; and
- (f) Possess good working knowledge of English.

Interested students should submit an application with a letter verifying student status **through the university's Student Affairs Office no later than November 21, 2008.** Students must identify the position number(s) of the position(s) they are applying for on their applications.

Vacancy Announcements and Application Forms can be retrieved at
U.S. Embassy Student Internship Program 2009 Website
URL: http://bangkok.usembassy.gov/job_opportunities.html

Internships will be offered in the following offices/organizations:

- [SIP#2009/1](#) American Citizen Services Unit, Consular Section
- [SIP#2009/2](#) Fraud Prevention Unit, Consular Section
- [SIP#2009/3](#) Immigrant Visa Unit, Consular Section

- [SIP#2009/4](#) Defense Attache Office (DAO)
- [SIP#2009/5](#) Foreign Commercial Service Office
- [SIP#2009/6](#) U.S. Patent and Trade Mark Office
- [SIP#2009/7](#) Joint POW/MIA Accounting Command (JPAC)
- [SIP#2009/8](#) Cultural Unit, Public Affairs Section
- [SIP#2009/9](#) Information Resources Center, Public Affairs Section
- [SIP#2009/10](#) Information Office, Public Affairs Section
- [SIP#2009/11](#) Information Office/Translation Unit, Public Affairs Section
- [SIP#2009/12](#) Political Section
- [SIP#2009/13](#) Regional Employee Development Center
- [SIP#2009/14](#) Regional Human Resources Office
- [SIP#2009/15](#) RSO Investigators Office, Regional Security Office
- [SIP#2009/16](#) Human Resources Section, Executive Office, United States Agency for International Development
- [SIP#2009/17](#) Office of Public Health (OPH), United States Agency for International Development
- [SIP#2009/18](#) Regional Office of Procurement (ROP), United States Agency for International Development
- [SIP#2009/19](#) Procurement, United States Agency for International Development
- [SIP#2009/20](#) Regional Environment Office (REO), United States Agency for International Development
- [SIP#2009/21](#) Office of U.S. Foreign Disaster Assistance (OFDA), United States Agency for International Development
- [SIP#2009/22](#) Office of Financial Management (OFM), United States Agency for International Development
- [SIP#2009/23](#) Program Development Office (PDO), United States Agency for International Development
- [SIP#2009/24](#) Container Security Initiative (CSI), Laem Chabang Office
- [SIP#2009/25](#) Center for Disease Control (CDC), Nonthaburi Office
- [SIP#2009/26](#) Financial Management Center

For more information, please contact Khun Cheveenadda at 02-205-4705 or chorn@state.gov .

Attachments:

1. Job Descriptions
2. Application Form

Attachment 1:

SIP#2009/1

Office / Organization: American Citizen Services Unit, Consular Section

Job Description:

- Provide customer service to customers seeking routine consular assistance (passport, report of birth, notary services);
- Respond to telephonic requests for consular information;
- Assist with routine filing and archiving;
- Assist FSNs in the handling of emergency ACS cases (death, arrest, and repatriation);
- Perform any non-security related tasks as assigned by ACS.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/2

Office / Organization: Fraud Prevention Unit, Consular Section

Job Description:

- Make follow-up phone calls to visa applications;
- Enter result of phone calls into Validation Study Access Database;
- Perform any non-security related tasks as assigned by FPM.

(Note: Intern will be limited on the access to the system. Access database used for this purpose is not security related.)

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/3

Office / Organization: Immigrant Visa Unit, Consular Section

Job Description:

- Assist local staff with intake of documents for interviews;
- Prepare Packet 3 documents and mass mailings;
- Assist local staff with phone calls, filing, and waiting room facilitation;
- Occasionally assist officers with translations;
- Assist local staff in providing information to applicants and petitioners at the inquiry window.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/4

Office / Organization: Defense Attache Office (DAO)

Job Description:

- Assist DAO Protocol Secretary with event coordination, preparation of guest lists and invitations;
- Ensure contact database is current and accurate;

- Assist in translation.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/5

Office / Organization: Foreign Commercial Service Office

Job Description:

- Provide supports to the commercial specialists including administrative supports and trade promotion;
- Assist in market research and CMS database projects.

Job Qualifications:

- Candidate must be currently enrolled in school of Marketing, Business Administration, Economics, or International Business Management.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/6

Office / Organization: U.S. Patent and Trade Mark Office

Job Description:

- Search and summarize information from reference sources;
- Provide first-handed review and summarize the new development in law;
- Assist to research the Intellectual Property Law in the region;
- Assist in organizing trainings, seminar and other related duties as applicable.

Job Qualifications:

- Candidate must be currently enrolled in school of Law;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/7

Office / Organization: Joint POW/MIA Accounting Command (JPAC)

Job Description:

- Provide logistics and administrative support to office's personnel;
- Coordinates with other embassies, other separated JPAC detachments in

Lao and Vietnam and JPAC headquarters to process country clearance and obtain visas;

- Prepare letters and memorandums for the Detachment Commander;
- Maintains and update all office's files correspondence, messages, reports, vehicle logs and maintenance files;
- Assist in translation.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/8

Office / Organization: Cultural Unit, Public Affairs Section

Job Description:

- Provide support for educational and cultural exchanges programs, speakers program, international visitor program;
- Assist with logistics, organizing receptions, digital video conference, arranging lodging and travel for staff and guests, and arranging appointment;
- Create brochures and help at educational advising events.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.

- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/9

Office / Organization: Information Resources Center, Public Affairs Section

Job Description:

- Assist in monitoring and organizing inventory of all printed resources;
- Assist in managing data and information;
- Assist in providing logistic support and documentation preparation;
- Assist in monitoring and updating website, book, periodical catalogue, contact and query data;
- Assist in providing requesting ALERT and E-TOC full texts to clients.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint, Dreamweaver and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.
- Background in Library and Information Science is an advantage

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/10

Office / Organization: Information Office, Public Affairs Section

Job Description:

- Assist in general office duties;
- Assist with newspapers and other media sources new clipping;
- Arrange schedules, make appointments and contact schools;
- Provide logistical support to Information Office in various activities such as media events.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/11

Office / Organization: Information Office/Translation Unit, Public Affairs Section

Job Description:

- Translate news summary, press releases and other translation assignments;
- Assist with other IO tasks.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.
- Background in English major from Faculty of Arts is an advantage.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/12

Office / Organization: Political Section

Job Description:

- Support Political Specialists in the Political Section;
- Organize filing press items both papers and electronics in database;
- Conduct basic research for bio data used by the Section;
- Prepare/update briefing materials as required;
- Provide logistical support for visitors;
- Assist in Administrative / Clerical work;
- Act as a back up translator as requested.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.
- Educational background in Social Science or related field.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/13

Office / Organization: Regional Employee Development Center

Job Description:

- Provide clerical support to a full range of office operations;
- Assist in the preparation of power point presentations as well as training materials / handouts for various courses / workshops;
- Obtain participants' feedback and generating course evaluation reports;
- Gather pertinent information to upkeep and update REDC database regarding nationwide and worldwide training institutes;
- Keep all training records up-to-dated;
- Research information concerning course syllabus and / or outline as assigned.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/14

Office / Organization: Regional Human Resources Office

Job Description:

- Input and update computerized database;
- Organize subject files in accordance with the Embassy guidelines;
- Assist in receiving and screening employment applications;
- Assist in organizing special activities;
- Perform other duties as assigned.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/15

Office / Organization: RSO Investigators Office, Regional Security Office

Job Description:

- Input and update data in the local hire program, ATA database program;
- File and organize for various LSY programs;
- Assist in processing fingerprints, police checks, and local name checks;
- Input Contractor access program data entry;
- Assist in Residential Security Program as needed;

- Assist tasks as the supervisor requests.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/16

Office / Organization: Human Resources Section, Executive Office, United States Agency for International Development

Job Description:

- Assist HR team in various aspects of Human Resources which include recruitment / employment, training, HR records management, employee relations, and HR administrative tasks;
- Develop tracking system and other jobs as required.

Job Qualifications:

- Candidate must be currently enrolled in school of Human Resources, Liberal Arts, Public Administration, Humanities, Education, Political Sciences or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/17

Office / Organization: Office of Public Health (OPH), United States Agency for International Development

Job Description:

- Provide general administrative assistance and secretarial back up support to the OPH as assigned;
- Maintain newspaper clipping files on relevant project items;
- Update computerize database;
- Facilitate on the OPH internal and external meetings and events;
- Provide logistics support for temporary duty travelers;
- Systematically organize references materials / library and to provide copying and assembling briefing books as required.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Business or Public Administration, Humanities, Political Sciences, Sociologies,

Education, or a related field;

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/18

Office / Organization: Regional Office of Procurement (ROP), United States Agency for International Development

Job Description:

- Provide administrative and secretarial support to ROP;
- Manage and maintain of official office documents i.e. hard-copy procurement files / agreements;
- Assist office's secretary on travel arrangement;
- Maintain office supply;
- Coordinate meeting and general office support as required.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Business or Public Administration, Political Sciences, Humanities, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/19

Office / Organization: Procurement, United States Agency for International Development

Job Description:

- Provide administrative service to EXO procurement office;
- Record management of purchase requisition, purchase order, lease documents and vender contract information;
- Track procurement records and prepare procurement actions i.e. purchase request, contract, and contract modification;
- Assist in other duties as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Business or Public Administration, Political Sciences, Humanities, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/20

Office / Organization: Regional Environment Office (REO), United States Agency for International Development

Job Description:

- Provide secretarial and administrative support to REO which includes up-keeping / tracking / filing / organizing office's documents, folders, letters as well as electronics files;
- Assist office's secretary for travel arrangement i.e. visa request, prepare travel order etc.;
- Assist in other duties as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Business or Public Administration, Humanities, Political Sciences, Sociologies, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed
- Interested in Environment activities is an advantage.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/21

Office / Organization: Office of U.S. Foreign Disaster Assistance (OFDA), United

Job Description:

- Provide full range of secretarial services and clerical functions to OFDA which includes respond to incoming telephone call and visitors / schedule meeting / draft letter, memo and report / prepare and update visitors list and mission calendar / provide logistics support to office's personnel / prepare country clearance cable / maintain office supplies;
- Assist in other duties as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Public Administration, Humanities, Political Sciences, Sociologies, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/22

Office / Organization: Office of Financial Management (OFM), United States Agency for International Development

Job Description:

- Provide secretarial support to Financial Office which includes up-keeping / tracking office's document, filing / organizing financial-related document, folders, letters as well as electronics files;
- Assist in time and attendance reports, scheduling meetings, and travel

arrangement i.e. visa request, prepare travel order;

- Assist in other duties as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Business or Public Administration, Political Sciences, Humanities, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/23

Office / Organization: Program Development Office (PDO), United States Agency for International Development

Job Description:

- Provide secretarial and administrative support to PDO;
- Respond and provide non-technical information to visitors, guests and phone calls;
- Maintain official files, office supplies and schedule meetings;
- Record time and attendance for office staff;
- Provide logistics support for PDO official travel.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Business or Public Administration, Political Sciences, Humanities, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2009/24

Office / Organization: Container Security Initiative (CSI), **Laem Chabang Office**

Job Description:

- Provide administrative back-up support to CSI team;
- Organize working files in accordance with the office guidelines;
- Input and update computerized database;
- Assist in receiving and screening telephone calls;
- Assist in organizing special activities such as meeting, tours etc.;
- Draft letters / report summary based on office template;
- Perform other duties as assigned.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written

communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

Remark: The duty station is located in Laem Chabang, Chonburi

SIP#2009/25

Office / Organization: Center for Disease Control (CDC), **Nonthaburi Office**

Job Description:

- Provide logistics and administrative support to DHAP office;
- Perform data entry, arrange, organize and track documents;
- Perform other duties as assigned.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

Remark: The duty station is located in Nonthaburi

SIP#2009/26

Office / Organization: Financial Management Center

Job Description:

- Assist in special projects in relation to accounting and financial management functions.

Job Qualifications:

- Candidate must be majoring in accounting or finance.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid